



# Express Yourself... Get Involved in the Arts

Local Cultural Council Grant Program

## FY 2016 Guidelines

Grants that support individuals, schools, and organizations for projects in the arts, humanities, and interpretive sciences.

**DEADLINE:** Completed applications must be postmarked by Thursday, October 15, 2015  
ONLY postmarked applications will be accepted

(Projects awarded must be implemented between January, 2016 and December 31, 2016)

City of Chelsea  
Chelsea Cultural Council  
Department of Health & Human Services, Room 100  
500 Broadway  
Chelsea, Ma 02150  
617. 466. 4090 tel  
617. 466. 4099 fax  
<http://www.chelseama.gov/ccc>  
[culturalcouncil@chelseama.gov](mailto:culturalcouncil@chelseama.gov)



# CHELSEA CULTURAL COUNCIL

## Who We Are

The Chelsea Cultural Council is supported by the Massachusetts Cultural Council and the local residents of the City of Chelsea. Our purpose is to support public programs that promote excellence, access, education, and diversity in the arts, humanities and interpretive sciences in Chelsea. Our primary responsibility is to reallocate funds that have been disbursed by the Massachusetts Cultural Council (MCC). The MCC receives an annual appropriation from the State Legislature and from the National Endowment of the Arts. Part of the MCC funds is then allocated to a grassroots network of 329 Local Cultural Councils (LCCs) statewide. Each LCC, including the Chelsea Cultural Council, has the obligation to distribute these funds through grants to individuals, schools and organizations for projects in the arts, humanities and interpretive sciences that address the cultural needs and objectives of the City of Chelsea.

The Council is composed of volunteers appointed by Chelsea's City Manager, and approved by the City Council. Chelsea Cultural Council meetings generally occur on the last Tuesday of each month. All regularly scheduled meetings are open to the public.

## What We Do

The Chelsea Cultural Council reviews grant applications from individuals, schools, and organizations for arts, humanities, and interpretive science projects that provide a local public benefit. We also accept applications from schools and youth groups for a ticket subsidy program for cultural field trips through the LCC Field Trip Grant Program. After the applications are reviewed, the Council makes recommendations to the MCC as to which grants should be awarded and the amount of the award.

The Chelsea Cultural Council aims to fund projects that help unite Chelsea through a shared commitment to the arts and culture in the city. Integrating arts in the community and increasing their visibility in Chelsea is highly recommended for the proposed projects. Ultimately, the Chelsea Cultural Council strives to highlight, emphasize, and publicize compelling aspects of the city through the practice and enjoyment of art and culture.

## How Grants Are Allocated

There are two types of annual grants that are available: the **LCC (Local Cultural Council) Program: Standard Grant** and the **LCC Program: Field Trip Grant**. Both types of grants are reimbursement based—funds are only disbursed to the grantee after the receipts for approved expenses and the proper paperwork for reimbursement are submitted.

### **LCC Program: Standard Grant**

This is a general grant available to individuals, organizations and schools with a project or activity in the arts, humanities or interpretive sciences. These grants must be used to support activities that contribute to the community as a whole, rather than benefiting any private individual or group. Activities funded through LCC grants should be made available to the general public by exhibit, performance, demonstration, or similar means. Ideally, the activities should ensure the full participation and integration of people with disabilities.

### **LCC Program: Field Trip Grant**

The Field Trip Grant funds cultural field trips for children in grades Pre-Kindergarten through 12 by subsidizing the cost of admission to attend programs in the arts, humanities and interpretative sciences. Applicants are typically teachers and administrators from the local schools, but may also be from PTA/PTOs, neighborhood centers and civic organizations. For ideas on possible field trip destinations, please visit the funding list for the MCC's Cultural Investment Portfolios at:

[http://www.massculturalcouncil.org/programs/cip\\_funding.asp](http://www.massculturalcouncil.org/programs/cip_funding.asp)

### **Who Qualifies for a Grant?**

Grants are available to Massachusetts-based individuals, artists, non-profit community groups, cultural institutions, and schools with a particular activity related to the arts, humanities, or interpretive sciences and has public benefit. Applicants do not have to reside in Chelsea, but the activity must take place in Chelsea or be directly intended for Chelsea residents.

Individual applicants must show that a public benefit results from the project for which they are applying. Applicants must also be able to demonstrate their qualifications to carry out the project, and that they have been involved in a similar activity for at least one year. Although LCC funds cannot be used to support activities that benefit only the individual applicant, a public presentation of an individual's work may provide the needed public benefit.

Public agencies are eligible to apply for funding, but local council funds cannot be used to replace municipal funding.

### **How To Apply For A Grant**

#### **1. Obtain an application:**

- There are two different applications, one for **LCC Standard** grants and one for **Field Trip** grant.
- Application forms are available at:  
Chelsea City Hall,  
Department of Health and Human Services, Rm 100  
500 Broadway  
Chelsea, MA 02150
- Application forms may also be downloaded from:  
<http://www.chelseama.gov/ccf> **or** <https://www.mass-culture.org/chelsea>

2. Only **POSTMARKED** applications (e.g. USPS, FED EX) will be accepted. Hand-delivered, faxed or emailed applications will not be accepted.
3. Follow the guidelines outlined in the section below, *GRANT APPLICATION REQUIREMENTS*
4. Submit your completed application **postmarked by Thursday, October 15, 2015** to the City of Chelsea's Department of Health and Human Services:

Chelsea Cultural Council  
Department of Health & Human Services, Rm100  
500 Broadway  
Chelsea, MA 02150

## **GRANT APPLICATION REQUIREMENTS**

1. Grant applications must be POSTMARKED by **Thursday, October 15, 2015**
2. Only **POSTMARKED** applications (e.g. USPS, FED EX) will be accepted. Hand-delivered, faxed or emailed applications will not be accepted.
3. Projects must be implemented between **January, 2016 and December 31, 2016.**
4. Projects must be related to the **arts, humanities, and interpretive sciences and be based in Chelsea.** The arts, humanities, and interpretive sciences, includes the study, pursuit, performance, exhibition and appreciation of cultural activities in the broadest sense.
5. Grant awards must be used to support activities that **contribute to the cultural vitality of the community as a whole**, rather than benefiting any private individual or group. Whenever possible, projects should be available to the general public by exhibit, performance, demonstration, reading or other means.
6. Applicants interested in partnering with schools or organizations for events and/or intend to host an event at a venue not under their direct control must obtain a letter from the venue's management stating that venue management agrees to allow the applicant to use the space for the event on the date(s) intended. **The letter must be on official letterhead, include a current date with signature and be submitted with the application.**
7. Applicants planning events involving independent contractors (including, but not limited to: artists, performers, and vendors) are **strongly advised** to obtain letters of participation from the independent contractors and submit them with the grant application. **These letters should be on official letterhead and include a current date with signature.** Applications involving independent contractors without letters of engagement may be less competitive.
8. Applicants interested in creating public works of art must obtain a letter of support from the City of Chelsea's Department of Public Works and the Department of Planning and Development and submit the letter with the grant application. **The letter must be on official letterhead and include a current date with signature.**
9. **Grant Recipients will not receive funding** for more than two (2) years without any change in project scope (i.e. target audience, participants, content, etc.)

**Note:** The Chelsea Cultural Council **encourages applicants to apply for funds from other sources** because local council funding is not intended to be used as the sole source of funding for projects of a continuing nature.

## GRANT RECIPIENT REQUIREMENTS

Grant recipients must follow certain guidelines for reimbursement of expenses, and must also publicly acknowledge funding support by both the MCC and the Chelsea Cultural Council.

**Failure to adhere to the following guidelines may invalidate payment.**

### 1. REIMBURSEMENT GUIDELINES

The LCC and Field Trip Grant Programs are designed to reimburse an applicant for the award amount once the project has occurred. **Projects need to be completed by the date(s) stated on the application.** Requests for an extension must be made in writing, explaining the need for additional time. These requests are reviewed on a case-by-case basis and are not automatically granted.

To insure payment, it is recommended that the reimbursement form (included in this packet), invoices, financial report and copies of promotional materials are submitted to the Chelsea Cultural Council **within 30 days of project completion.**

### 2. PUBLICITY GUIDELINES

Any projects funded by the MCC through the Chelsea Cultural Council must be publicly noted as follows: "This program is supported in part by a grant from the Chelsea Cultural Council, a local agency which is supported by the Massachusetts Cultural Council, a state agency." Please see the Credit and Publicity Kit at [www.massculturalcouncil.org/contracts/lcccred\\_recip.asp](http://www.massculturalcouncil.org/contracts/lcccred_recip.asp)

## TIMELINE

**Applicants will be informed of their status within two months after the October deadline.** The Chelsea Cultural Council submits an Annual Report to the state due January 15. Upon submission, the council will send approval letters and publicize grant awards.

Postmarked Applications Due	October 15, 2015
Applicants whose applications were denied or ineligible for grants are notified	November, 2015
Deadline for denied applicants to request reconsideration	15 days from postmark on denial letter envelope
CCC completes the grant review process	November, 2015
CCC completes Annual Report to MCC	November – December, 2015
Approval letters mailed to successful applicants	January, 2016
2016 Grant funds become available for reimbursement	January, 2016
All projects awarded in 2016 must be completed	December 31, 2016

## APPLICANT CHECKLIST

- ☐ Projects are related to the **arts, humanities, and interpretive sciences** and **are based in Chelsea or used by Chelsea residents**
- ☐ Projects **contribute to the cultural vitality of the community as a whole**, and whenever possible, should be available to the general public by exhibit, performance, demonstration, reading or other means
- ☐ Project implementation is between **January, 2016 and December 31, 2016**
- ☐ All application fields and questions are **thoroughly completed**
- ☐ Application is **signed and dated by applicant or authorized representative of the organization**
- ☐ Letter from administration is included on **official letterhead, with current date and signature** when partnering with schools, organizations or the City of Chelsea
- ☐ Application is **Postmarked** by the October 15 deadline  
Hand-delivered, faxed or emailed applications are NOT accepted

**Note:** Grant Recipients will be informed of their award amount within three (3) months after the October 15 deadline.